

The following instructions provide guidance on how to change the "sensitive" equipment entries in AEMS/MERS from "Expensed" to "Accountable" (and therefore show up on the EIL printout for signature).

There's a field in the Equipment Inv file called "INVESTMENT CATEGORY" which has the following three choices:

- 1 CAPITALIZED/ACCOUNTABLE
- A NOT CAPITALIZED/ACCOUNTABLE
- 0 EXPENSED/OPTIONALLY ACCOUNTABLE

In order for an item to appear on the EIL printout for signature, this field must be set to one of the two "ACCOUNTABLE" choices (CAPITALIZED or NOT CAPITALIZED). Items valued at \$100,000 or more should be set to "CAPITALIZED/ACCOUNTABLE" and items between \$5000 and under \$100,000 should be set to "NOT CAPITALIZED/ACCOUNTABLE." In addition, **any "sensitive" items valued below \$5000 that should be on the EIL for signature should be set to "NOT CAPITALIZED/ACCOUNTABLE."**

This can be accomplished by calling up each individual entry and editing this field manually. However, this method would be very time consuming and is unnecessary. A much quicker way to accomplish this is thru Fileman. **NOTE: Each station should contact their IRM departments to find out who has the Fileman knowledge and access to complete this.**

The first step is to identify the EQUIPMENT CATEGORIES (or CATEGORY STOCK NUMBERS) that are defined as "sensitive." Then you can do a Fileman LOOP function to update the INVESTMENT CATEGORY field for each of the sensitive categories using one of the following methods:

1. LOOP and manual update (allows you to edit each item manually, but takes longer than the 2nd method below)

Select VA Fileman Option: Enter or Edit File Entries

INPUT TO WHAT FILE: EQUIPMENT INV.//
EDIT WHICH FIELD: ALL// INVESTMENT CATEGORY;DUP
THEN EDIT FIELD:

Select EQUIPMENT INV. ENTRY NUMBER: ^LOOP
EDIT ENTRIES BY: ENTRY NUMBER// EQUIPMENT CATEGORY (or by CATEGORY STOCK NUMBER)
START WITH EQUIPMENT CATEGORY: FIRST// enter category name here-e.g., COMPUTER-PERSONAL
GO TO EQUIPMENT CATEGORY: LAST// enter same category name again
WITHIN EQUIPMENT CATEGORY, EDIT ENTRIES BY: USE STATUS'["TURN" (make sure the single quote is used before the bracket-this will exclude the Turned-In items from being updated)
WITHIN USE STATUS'["TURN", EDIT ENTRIES BY:
STORE IN 'SORT' TEMPLATE:
...SORRY, LET ME THINK ABOUT THAT A MOMENT ...
8694 IBM/GENERAL SYS 0987955 COMPUTER-PERSONAL IN

USE
IRM EQUIPMENT
INVESTMENT CATEGORY: EXPENSED/OPTIONALLY ACCOUNTABLE
//enter A for NOT CAPITALIZED/ACCOUNTABLE

As it loops thru each item, just hit SPARE BAR and <return> to update the Investment Category

OR,

2. LOOP and automatic update (MUCH quicker, but you need to be **VERY CAREFUL** to ensure the sort information entered after the ^LOOP is **CORRECT-you cannot afford any typos or you may update the wrong entries**):

Select VA Fileman Option: Enter or Edit File Entries

INPUT TO WHAT FILE: EQUIPMENT INV.//
EDIT WHICH FIELD: ALL// INVESTMENT CATEGORY///NOT
CAPITALIZED/ACCOTJ'NTABLE
THEN EDIT FIELD:

Select EQUIPMENT INV. ENTRY NUMBER: ^LOOP
EDIT ENTRIES BY: ENTRY NUMBER// EQUIPMENT CATEGORY (or by
CATEGORY STOCK NUMBER)
START WITH EQUIPMENT CATEGORY: FIRST// enter category name
here-e.g., COMPUTER-PERSONAL
GO TO EQUIPMENT CATEGORY: LAST// enter same category name again
WITHIN EQUIPMENT CATEGORY, EDIT ENTRIES BY: USE
STATUS'["TURN"] (make sure the single quote is used before the bracket-this
will exclude the Turned-In items from being updated)
WITHIN USE STATUS1["TURN", EDIT ENTRIES BY:
STORE IN 'SORT' TEMPLATE:
... SORRY, LET ME THINK ABOUT THAT A MOMENT ...

All of the items meeting the sort criteria will scroll very quickly across the screen as they are automatically updated.